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**TRANSPORTATION
TRAFFIC MANAGEMENT POLICY GUIDANCE**

Applicability. This pamphlet applies to the HQ, U.S. Army Joint Munitions Command (JMC), Joint Munitions Transportation Coordinating Activity (JMTCA) (AMSJM-LIT), and all JMC installations and their respective installation traffic management offices engaged in transportation and traffic management functions for the JMC.

Decentralized printing. All JMC installations are authorized to locally reproduce this pamphlet.

Proponent. The JMC Logistics Integration Directorate is the proponent. Users may send comments and recommendations to JMC, 1 Rock Island Arsenal, AMSJM-LIT, Rock Island, IL 61299-6000, e-mail ROCK-AMSJM-LIT@CONUS.army.mil.

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FOR THE COMMANDER:



MICHAEL J. PROCK
Acting Chief of Staff

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1. Purpose. The guidance herein encompasses Continental United States (CONUS) and Outside Continental United States (OCONUS) munitions shipments, general cargo movements, Foreign Military Sales (FMS) shipments, and airlift movements. Electronic billing data, containerization policy, automation projects, and movements utilizing military vehicles are also covered. Responsibilities are identified and installation transportation officers (ITOs) are provided with "where to go" information for more detailed guidance in each of the above areas of concern.

2. References.

- a. JMC Form 55-3, Minimum Info Requirements for Appointments.
- b. JMC Form 55-4, Ammo Receiving Appointment Sheet.
- c. DD Form 626, Motor Vehicle Inspection.
- d. DD Form 1907, Signature and Talley Record.
- e. Defense Transportation Regulation (DTR), DOD Regulation 4500.9-R Part II Cargo Movement, Nov 04 with current updates.

3. Responsibilities.

- a. Joint Munitions Transportation Coordinating Activity (JMTCA) (AMSJM-LIT):

- (1) Coordination of all service's export munitions movements via common user sealift (see DTR 4500.9-R, Part II, Cargo Movements).

- (2) The Munitions Strategic Mobility Program (MSMP) and supports the Army Power Projection Program (AP3) as lead office.

- (3) Development of functional requirements for the Munitions Transportation Management System (MTMS) and its field module (MTMS-FM).

- (4) Development of functional requirements for MTMS-FM, and ensuring all munitions-related Automated Identification Technology (AIT) efforts are both compatible with technology and current infrastructure.

(5) Management responsibility for the OCONUS munitions, FMS munitions, Single Manager for Conventional Ammunition and U.S. Marine Corps munitions airlift transportation programs.

b. The Policy and Financial Management Team is responsible for ITO's munitions functions (i.e., Operations and Maintenance, Army (OMA) transportation funding, procurement appropriation programs, and Global Freight Management (GFM) Power Track Systems).

c. The ITO at any JMC installation has responsibility to ensure all non-hazardous material, hazardous material (HAZMAT), and FMS (see DOD 4500.9-R) movements (to include all divisions of munitions) are shipped IAW DOD 4500.9-R.

d. Shipping activities must prepare a DD Form 626 (Motor Vehicle Inspection) before commercial local and over-the-road driver or military-owned vehicles/Government vehicles are used for transporting placarded amounts of regulated HAZMAT (49 CFR, Part 172.101) on public highways.

e. The ITO of a JMC shipping activity is responsible for implementing the Carrier Performance Program (CPP), as applicable, IAW DOD 4500.9-R, Chapter 207.

f. The ITO has the responsibility for reporting, initiating, and processing Transportation Discrepancy Reports (TDRs) and Letter of Warnings IAW DOD 4500.9-R, Chapter 210.

4. Guidance Structure. For paragraphs 4a, 4b, and 4i below, additional detailed support and guidance for the ITO can be obtained from the Policy, Contract Support and Financial Management Team (DSN 793-4762/1146/6716/6191/6720/0634, COML 309-782-). For paragraphs 4b through 4f below, contact the OCONUS Movement and Planning Team (DSN 793-5030/5297/3852/4157/7240/5390, COML 309-782-). For paragraph 4g, contact the CONUS Movement Team (DSN 793-3939/0922/4323, COML 309-782-). For paragraphs 4j and 4k, contact the AIT Team (DSN 793-5879/4716/7430/1608/5206/2076, COML 309-782-).

a. The CONUS Movement Team initiates the process by reviewing and processing single-managed CONUS requisitions for all services, either manually or received via Ammunition Demand Automated Process (ADAP). Sourced requisitions are returned to item managers. CONUS traffic management instructions are prepared as required and provided to shippers. The CONUS team performs consolidation, tracking, expediting, and coordinates diversions of CONUS shipments. Shipments are monitored utilizing the Defense JMCP 55-1 27 Oct 06 Transportation Tracking System (DTTS) or Intelligent Road Rail Information System (IRRIS). All shipments processed through the JMTCA/AMSJM-LIT are reviewed, sourced, and analyzed for movement to destination.

b. The OCONUS Movement and Planning Team initiates the process by reviewing and processing OCONUS requisitions for all services. Requisitions are sourced in MTMS by transportation personnel, returned to the item managers, and then offered to the Surface Deployment and Distribution Command (SDDC) Integrated Booking System (IBS). Upon receipt of sufficient tonnage or on service request, the JMTCA requests a vessel thru SDDC to support a move into Theater in addition, container support for munitions requirements is coordinated through the service components and Army Intermodal Distribution Platform Management Office (AIDPMO). The JMTCA provides total tons, estimated truck, railcar and container numbers to HQ SDDC. Upon receipt of vessel confirmation, the JMTCA coordinates an in-port cargo window with the shipper, the port, and HQ SDDC. All item information pertinent to shipping; i.e. requisition number, NSN, DODIC, quantity, is furnished to port. After SDDC provides vessel and voyage information release, final in-port date and shipping instructions are, to include method of shipment, furnished to the shipper (ITO). After SDDC releases vessel information, MTMS captures the Advanced Transportation Control and Movement Document (ATCMD) from the MTMS-FM. For the Government-Owned, Contractor-Operated plants and Pine Bluff Arsenal, the ATCMD is prepared online in the MTMS Web. This data is validated by the shipper for accuracy, and then passed to the Worldwide Port System (WPS), where it is either successfully receipted or rejected. The MTMS status screen on the Web provides up to date status on each requisition.

c. Prepositioned War Reserve Munitions (PREPO) and Army Preposition Stocks (APS) shipments are planned similar to the OCONUS shipments. AMSJM-LIT coordinates a movement plan with the shippers, port, and services if required.

d. Movements under the General Cargo Program (inert munitions and, West Coast only, 1.4 munitions) are either shipped break-bulk to the Container Consolidation Point (CCP) or containerized at the depot and then offered by AMSJM-LIT to SDDC for vessel booking. General cargo shipments are booked to commercial vessels by SDDC. The OCONUS Movements Surface Team directs shipments that should be scheduled via general cargo and will instruct the ITO when, where to ship, break-bulk or containerized, etc. The general cargo shipment can be monitored in WPS.

e. The OCONUS Movement and Planning Team begins its coordinated work effort when FMS requirements reach the delivery stage. Upon initial request for transportation support, the FMS team submits release request (much like OCONUS) to the ITO and SDDC.

(1) Non-Freight Forwarder, Defense Transportation System Movement (DTSM), will deliver at the overseas POD alongside the vessel or aircraft. The Department of Defense (DOD) is responsible for movement from the point of origin to the overseas POD, including discharge of the ship or aircraft. After material clears quality assurance and surveillance, an export release request is prepared, and DOD will request a vessel for movement via SDDC. This office then coordinates with all depots to have the material shipped to the port.

(2) The Freight Forwarder (FF) identified by SDDC will send the call forward list to the FMS team who will send all applicable data and instruction to the ITO regarding shipment of material to designated port. The FMS team will coordinate with the ITO ensuring the Notice of Availability (NOA) is sent to the FF and the ATCMDs are completed. Any shipping discrepancies noted come to the FMS team through the security assistance program for follow up with the ITO (shipper).

f. The OCONUS Movement and Planning Team coordinates' air shipments through the Air Mobility Command (AMC) channels, Special Assignment Airlift Missions (SAAM), Unit Line Number (ULN) Strategic Airlift, and Pilot Pick Up. Requirements are challenged by the OCONUS desk to determine mode of shipment, surface or air. After determination is made to ship via air, the airlift team sets the Aerial Port of Embarkation (APOE), Aerial Port of Debarkation (APOD) and Transportation Account Code (TAC) Code in MTMS. The shipper completes the ATCMD in MTMS and transmits to the Financial Air Clearance Transportation System (FACTS). Once clearance has been received from FACTS into MTMS, the shipper arranges for movement to the port. The clearance number is electronically forward to MTMS through interface with FACTS, and is available to the shipper in the MTMS status screen. SAAM airlifts are dedicated missions and usually lift to areas where AMC channel movement is not available or movements that have a short required delivery dates. When such a need is noted, the OCONUS team coordinates delivery of the materiel into an APOE. Subsequently, a request is sent to the U.S. Transportation Command (USTRANSCOM) (Tanker Airlift Control Center (TACC), DSN 779-4790 COML 618-229-4790) via the SAAM request system (SRS) with the appropriate information; i.e., APOD, APOE, type of hazardous material quantities, tonnage, etc. Once the mission is approved by the SAAM office, the shipper is notified by JMC transportation as to shipping instructions. The Airlift Movement Team then monitors the SAAM from origin to destination through the Single Mobility System (SMS) and informs the customer of the status. The requirements are not offered to the Air Clearance Authority (ACA) for SAAM movements. Contingency situations may dictate the use of dedicated aircraft known as ULN Strategic Airlift, in order to meet mission requirements. USTRANSCOM J3-RR, in coordination with the Airlift Team, coordinates airlift mission after the Combatant commander validates the requirement in the Joint Operation Planning and Execution System (JOPEs). The Airlift Team monitors the airlift movement to its final destination via SMS until mission completion. JMC transportation then notifies the customer of the status of the mission arrival.

g. Within the guidelines of the DOD 4500.9-R, Chapter 201, essential transportation training opportunities using government/military-owned or organic assets with reserve resources to train for wartime missions are allowed. However,

prior to such use, an industry assessment impact request must be developed by AMSJM-LIT for approval and forwarding to SDDC. SDDC will forward results of their assessment to Headquarters, Department of the Army (HQDA) for approval or disapproval. If it is determined that a military transportation mission opportunity exists, the following information should be provided NLT 1 year prior to the planned exercise.

- (1) Title of training exercise and summary of potential benefits.
- (2) Transportation units involved by type and designation; indicate which units are reserved or active component.
- (3) Type of cargo/commodity, estimated tonnage, and number of movements required to accomplish training objectives.
- (4) Rationale for selection of the type of non-unit cargo to be moved; i.e., does the cargo have unique training value? Will the use of alternative types of cargo impair quality of training?
- (5) Estimated number of Government transportation assets required to meet training objectives.
- (6) Geographic area of exercise with origins and destinations of movement.
- (7) Estimated timeframe of exercise (Start Exercise (STARTEX) to End Exercise (ENDEX)).
- (8) Designated unit with command and control over units executing exercise, and training exercise point of contact or action officer.

h. All munitions commodities will require a bill of lading be prepared IAW DOD 4500.9-R, Chapter 206. Global Freight Management (GFM) will be utilized for preparing bills of lading. Bill of lading support documentation will include but not be limited to DD Form 1907 (Signature and Tally Record), DD Form 626 (Motor Vehicle Inspection), and carrier routings. Documented carrier shipment acceptance/refusal records will also be included in the bill of lading file and maintained in a

central location. Document carrier appointments using JMC Form 55-4, and ensure carriers received minimum information required using JMC Form 55-3 (available on JMC Forms site at <http://www.aschq.army.mil/im/rcdsmgt/forms.htm>. POWERTRACK will be used for tracking payment and reconciliation. Electronic Transportation Acquisition (ETA) and POWERTRACK will be accessible through the Web.

i. The ITO must institute a clear and "open air" policy when carriers request bill of lading register information. While ITOs may require advance requests for information (to allow sufficient time for data compilation), this information will be provided and should be based on available formatted output products, most likely from the GFM system. The JMC transportation originator does not expect ITOs to provide specially designed/formatted products as specified by carriers.

j. AMSJM-LIT is currently assisting the JMC Government-Owned, Government-Operated sites with creation and submission of Report of Shipments (REPSHIPS) via MTMS. Copies of all REPSHIPS are being forwarded to the installations as well as being stored at the JMC level. JMC Shippers of Transportation Protective Services (TPS) material will forward a REPSHIP via e-mail. However when email is not available the fax message, or copy of bill of lading will be used. The document must be sent to the port, final destination and trans-shipment points no later than two hours after shipment's departure. All receivers will establish and maintain suspense list to ensure timely receipt of material.

k. AMSJM-LIT has led an initiative to provide an electronic (automated) source of high integrity ammunition transportation and supply data, with real-time in-transit visibility, to JMC shipping activities, port and to our customers. Continued funding has resulted in development of standardized business processes and software applications at JMC depots. Enhancements incorporate bar coding, Radio Frequency (RF) technology, and other automated systems and hardware applications in daily business practices and data transfer capabilities of JMC. The JMC objective is to remove excess paperwork/manual entry and convert to 2D bar code environment operating via handheld scanner or RF application(s).

GLOSSARY

ACA Air Clearance Authority
ADAP Ammunition Demand Automated Process
AIDPMO Army Intermodal Distribution Platform Management Office
AIT Automated Identification Technology
AIT-PI Automated Identification Technology-Pilot Implementation
AMC Air Mobility Command
AP3 Army Power Projection Program
APOD Aerial Port of Debarkation
APOE Aerial Port of Embarkation
APS Army Preposition Stocks
ASMP Army Strategic Mobility Program
ATCMD Advance Transportation Control and Movement Document
CONUS Continental United States
CPP Carrier Performance Program
DoD Department of Defense
DTR Defense transportation Regulation
DTSM Defense Transportation System Movement
DTTS Defense Transportation Tracking System
EDI Electronic Data Interchange
ENDEX End Exercise
ETA Electronic Transportation Acquisition
FACTS Financial Air Clearance Transportation System
FF Freight Forwarder
FMS Foreign Military Sales
GFM Global Freight Management
HAZMAT Hazardous Material
HQDA Headquarters, Department of the Army
IBS Integrated Booking System
IRRIS Intelligent Road Rail Information System
ISO International Organization for Standardization
ITO Installation Transportation Officer
ITV/TAV In transit Visibility and Total Asset Visibility
JMTCA Joint Munitions Transportation Coordinating Activity
JMC Joint Munitions Command
JOPEs Joint Operation Planning and Execution System
MSMP Munitions Strategic Mobility Program
MTMS Munitions Transportation Management System
MTMS-FM Munitions Transportation Management System Field Module
NOA Notice of Availability
OCONUS outside Continental United States
OMA Operation and Maintenance, Army
POD Port of Debarkation

POE Port of Embarkation
PREPO Prepositioned War Reserve
REPSHIPS Report of Shipments
RF Radio Frequency
SAAM Special Assignment Airlift Mission
SDDC Surface Deployment and Distribution Command
SMS Single Mobility System
SRS SAAM request system
STARTEX Start Exercise
TAC Transportation Account Code
TDR Transportation Discrepancy Report
TPS Transportation Protective Services
ULN Unit Line Number
USTRANSCOM U.S. Transportation Command
WPS Worldwide Port System